

# ENGINEER-IN-TRAINING

## APPLICANT INSTRUCTIONS AND CHECKLIST

*RETURN THIS CHECKLIST WITH YOUR APPLICATION*

### INSTRUCTIONS

**GENERAL.** Provide all information requested on the application form. **Do not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. If additional space is needed please photocopy that portion of the form.

**REFERENCES. UNDERGRADUATE STUDENTS** for whom the Dean signs in Section 10 should obtain the signatures of their references on the application form. **GRADUATE STUDENTS AND NON-STUDENTS** should make a sufficient number of copies of our **Reference Form** to send one to each of your references. Signatures of your references are not required on the application form. Keep a blank Reference Form for your future use in the event a reference does not respond. In addition to the Reference Form, you should send each of your references a **stamped** envelope on which you have placed the Board address label (labels are included as part of this application packet). Reference Forms received from applicants are not acceptable. They must come directly from the references.

**EXPERIENCE. UNDERGRADUATE STUDENTS** for whom the Dean signs in Section 10 do not need to complete this section. **GRADUATE STUDENTS AND NON-STUDENTS** need to complete this section.

**TRANSCRIPTS. UNDERGRADUATE STUDENTS** for whom the Dean signs in Section 10 do not need to have transcripts submitted. **GRADUATE STUDENTS AND NON-STUDENTS** must submit an official transcript copy to this office. For your convenience, a Transcript Request Form is included as a part of this application packet. Complete this form and send it (and any required fee) to the college or university you attended. If you attended multiple colleges or universities, please send a transcript request form to each one. Transcripts received from applicants are not acceptable. They must come directly from the college or university.

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### APPLICATION CHECKLIST

Before you mail your application to the Board (Graduate Student and Non-Students Only) or leave it at the Office of the Dean, (Undergraduate Students Only) please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- \_\_\_\_\_ **GRADUATE STUDENTS AND NON-STUDENTS ONLY** Requested your college or university send an official transcript to the Board?
- \_\_\_\_\_ **GRADUATE STUDENTS AND NON-STUDENTS ONLY** Completed the "References" portion of the application and sent a Reference Form and Board-addressed and stamped envelope to each of your references and kept a blank copy of the form for yourself?
- \_\_\_\_\_ **GRADUATE STUDENTS AND NON-STUDENTS ONLY** Completed the EXPERIENCE portion of the application?
- \_\_\_\_\_ **UNDERGRADUATE STUDENTS ONLY** Had your references sign your application and provided the additional information requested?
- \_\_\_\_\_ Signed the application before a witness and obtained the witness's signature?
- \_\_\_\_\_ Attached a check in the amount of \$85.00 payable to the **Board of PE & PLS**?
- \_\_\_\_\_ Included this Checklist with your application?

# NOTICE TO ALL APPLICANTS

Be sure you submit your application to the Board before you send out your reference letters. We must receive your application prior to receiving letters from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application.

**STATE OF IDAHO**  
**BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**  
5535 West Overland Road, Boise, Idaho (208) 373-7210, TDD Relay 1-800-377-3529

**APPLICATION FOR CERTIFICATION AS AN ENGINEER-IN-TRAINING**

1. I, \_\_\_\_\_, a \_\_\_\_\_ citizen of \_\_\_\_\_,  
(Name, as it should appear on Certificate) (Sex) (Name of Country)
- hereby apply for assignment to the Fundamentals of Engineering examination for certification as an Engineer-in-Training in the State of Idaho, and submit the following statements, evidence, references and **nonrefundable** fee as required by law.
2. Present Mailing Address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip Code)
3. Address to which certificate should be sent, if issued:  
\_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip Code)
4. Date of Birth: \_\_\_\_\_ 5. Soc. Sec. No.: \_\_\_\_\_  
(MM/DD/YYYY)
6. Phone No. ( ) \_\_\_\_\_ 7. Email: \_\_\_\_\_  
(Include Area Code)
8. If you have ever taken and **failed** the Fundamentals of Engineering (EIT) examination, check here (\_\_\_) and provide details on a separate sheet of paper.

9. **COLLEGE AND/OR UNIVERSITY**

INSTITUTION ATTENDED (NAME AND LOCATION)	FROM MM/YY	TO MM/YY	DEGREE(S) OBTAINED OR ANTICIPATED	DATE DEGREE OBTAINED OR ANTICIPATED

10. **EDUCATIONAL QUALIFICATION ENDORSEMENT (FOR UNDERGRADUATE STUDENTS ONLY)**  
If the applicant's undergraduate degree in engineering has not been received at the time this application is made, the following endorsement shall be signed by the Dean (or his or her designee) of the Engineering College of the institution from which the degree is anticipated:

I hereby recommend that the applicant be approved to take the Fundamentals of Engineering examination because the applicant is, or will be, enrolled in his or her last or next-to-last semester of undergraduate engineering curriculum at this college at the time he or she will take the examination. I anticipate that the applicant will receive his or her undergraduate degree in two semesters or less.

\_\_\_\_\_  
(AUTHORIZED SIGNATURE --- OFFICE OF THE DEAN)

\_\_\_\_\_  
(NAME OF COLLEGE)

11. **REFERENCES.** References are required from at least three persons unrelated to the applicant, at least one of whom should be a registered Professional Engineer. **Graduate students and non-students** should read the directions on the Instruction and Checklist form. **If this application is for an undergraduate student**, signing this form certifies that I have been personally acquainted with the applicant since the year indicated opposite my name; that I have read the foregoing statements, which so far as known to me are correct; that I believe him or her to be of good character and repute; and I hereby recommend him or her to the Board of Professional Engineers and Professional Land Surveyors as entirely worthy to be admitted to the Fundamentals of Engineering examination for certification as an Engineer-in-Training in the State of Idaho pursuant to law. (Each such reference must sign in the space provided below.)

REFERENCE (Signature Req'd for Undergraduate Student Applications) (Printed Name Req'd for Non-Undergraduate Student Applications)	Printed Name of Reference (Undergraduate Student App's) Mail Address of Reference (Non-Undergraduate Student App's)	Professional Registration in (State)	Known Applicant Since

12. **EXPERIENCE.** (To be completed by Graduate Students and Non-students only. Use additional sheets in similar format if necessary)

	DATE		DESCRIPTION - Present a brief narrative of your engineering responsibilities on the job. Use additional sheets if necessary.	TIME ENGAGED in Professional Work to Nearest Month		NAME AND ADDRESS OF MY EMPLOYER
	FROM	TO		Years	Months	
1						
2						

13. **PAYMENT OF FEES.** Attached hereto is a **non-refundable** examination fee in the amount of \$85.00.

14. **CERTIFICATION.** I have read the contents hereof, and to the best of my knowledge and belief, the foregoing statements are true in substance and effect and are made in good faith. I certify that I have read and agree to abide by the Rules of Professional Responsibility which are in force at the time of this application. I understand that if my certification is predicated upon graduation from a college or university and I pass the examination but do not graduate, I will not receive a certificate nor will I be enrolled as an engineer-in-training. I also release the above named references from all liability to me for any damage whatsoever for giving any information they may have regarding me.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Date)

**BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**  
**QUALIFICATION AND FEE INFORMATION FOR APPLICANTS**

Examination for Professional Engineers (including Structural), Professional Land Surveyors, Engineers-in-Training and Land Surveyors-in-Training will be held in Spring and Fall, and applications **MUST be postmarked on or before January 10 or August 1, respectively.** Only completed applications will be presented to the Board for assignment. Approximately 3 to 4 weeks is needed for processing applications. Board meetings are generally scheduled for February and September for assignment to examinations.

The Fundamentals of Engineering (FE) examinations, for certification as an Engineer-in-Training, are given at the University of Idaho, Idaho State University and Boise State University, for the benefit of engineering students in their last two semesters, although non-students may be assigned to the FE examination at the universities.

## **Checks should be made payable to the Board of PE and PLS.**

### **BUSINESS ENTITY CERTIFICATE OF AUTHORIZATION APPLICATION FEE:**

Business Entity Certificate of Authorization..... 165.00

### **EXAMINATION APPLICATION FEES**

Professional Engineer (**Non-Structural**) examination or re-examination (comity fee below).....245.00  
 Structural Engineer (both Structural I and II) examination or re-examination\* (comity fee below) .....620.00  
 Professional Land Surveyor examination or re-examination (comity fee below).....245.00  
 Fundamentals of Engineering examination or re-examination for certification as an Engineer-in-Training.....85.00  
 Fundamentals of Land Surveying examination or re-examination for certification as a Land Surveyor-in-Training....95.00

### **COMITY (RECIPROCAL) APPLICATION FEES:**

Professional Engineer (May include "base discipline" **and** structural)  
     If applicant does not have an NCEES Record.....\$ 120.00  
     If applicant has an NCEES Record.....100.00  
 Professional Land Surveyor  
     If applicant does not have an NCEES Record.....120.00  
     If applicant has an NCEES Record.....100.00

### **DUPLICATE CERTIFICATE FEES:**

Any certificate lost, destroyed or mutilated.....10.00  
 Duplicate or second certificate.....10.00

\*For additional information, contact the Board office at (208) 373-7210 or see our website: <http://www.idaho.gov/ipels>.

## **ALL FEES ARE NON-REFUNDABLE** **BIENNIAL RENEWAL FEES**

Business Entity..... **(Annual not Biennial)** \$ 50.00  
 Professional Engineer.....80.00  
 Professional Land Surveyor.....80.00  
 Professional Engineer/Land Surveyor (combined).....160.00  
 Engineer-in-Training.....20.00  
 Land Surveyor-in-Training.....20.00  
 Retired .....10.00

Business Entity Certificates of Authorization expire annually on July 31. Renewal notices are sent in late June. Licenses and certificates issued to individuals expire on the last day of the month in which the individual was born, in even-numbered fiscal years for individuals born in even-numbered calendar years and in odd-numbered fiscal years for individuals born in odd-numbered calendar years. Individual renewal notices are sent out near the end of the month preceding their expiration. Idaho's fiscal year begins on July 1 and ends on June 30 and is numbered to correspond with the calendar year in which the fiscal year ends.

Branch examinations for the PE exam are given in the following categories:

Agricultural	Environmental	Metallurgical
Architectural	Fire Protection	Mining/Mineral
Chemical	Geological	Naval Architecture & Marine Engineering
Civil	Industrial	Nuclear
Control Systems	Manufacturing	Petroleum
Electrical & Computer	Mechanical	Structural

Any applicant passing the examination to which he or she is assigned is issued a license as a Professional Engineer with special qualification in a particular branch of engineering, but his or her practice as a Professional Engineer is not legally limited to the branch specified. It is left to his or her professional integrity to practice only in those fields in which he or she considers himself or herself to be qualified and competent.

Idaho has no reciprocity "agreement" with any state; however, it is the policy of the Idaho Board to honor the written examinations given by other states, and wherever possible give full credit to the examinations given by the applicant's home state. (This applies to Land Surveyor-in-Training, Engineer-in-Training, Professional Engineer and Professional Land Surveyor examinations). If the applicant has taken examination(s) in his home or "comity" state equal to those given in Idaho as to length of exam and quality, Idaho will usually not require the applicant to take additional examination(s). However, if the "comity" state requires Idaho registrants to take an additional examination, the Idaho Board may require applicants from that state to take an additional examination to comply with Idaho Law (Section 54-1219, Idaho Code). Applicants for licensure as a Professional Land Surveyor by comity must take, as a minimum, a 2-hour Idaho-specific examination.

In order for the Board to be able to verify experience, only experience up to the date of submittal of the application will be considered as valid. Experience anticipated between the date of the application submittal and the date of the examination or issuance of registration will not be considered and should not be listed on the application.

All Professional Engineer candidates with less than twelve (12) years of experience will be required to (1) take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Engineering (EIT) examination, and (2) take and pass an 8-hour Principles and Practice examination, for a total of 16 hours, to be eligible for registration. They must also receive a passing grade on the Questionnaire.

Applicants in the discipline of structural engineering will be required to first be licensed in a "base discipline", have a minimum of two (2) years of experience in structural engineering after first becoming licensed, and then take and pass the 8-hour NCEES Structural I and the 8-hour NCEES Structural II examinations.

All Professional Land Surveyor candidates will be required (1) to take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Land Surveying (LSIT) examination, (2) take and pass a 6-hour Principles and Practice of Land Surveying examination and (3) take and pass the Idaho-specific examination for a total of 16 hours of examination, to be eligible for registration.

Persons applying for assignment to the Fundamentals of Engineering examination who have a bachelor degree in a major other than engineering should contact the Board office at (208) 373-7210 to obtain a list of requirements which must be met in order for the Board to consider them to possess knowledge and skill approximating that attained through graduation from an approved four year engineering curriculum as required by section 54-1212(3)(b), Idaho Code.

Persons applying for assignment to the Fundamentals of Land Surveying examination who do not qualify for assignment under Idaho Code Sections 54-1212(4)(a) or 54-1212(4)(b) must submit evidence that they possess knowledge and skill similar to that attained upon completion of an approved college curriculum as required in Idaho Code Section 54-1212(4)(c).

# REFERENCE FORM

IDAHO BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS  
5535 West Overland Road, Boise, ID 83705

REFERENCE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

I have applied to the Idaho Board of Registration of Professional Engineers and Professional Land Surveyors for registration or certification as

- ☐ a Professional Engineer – Discipline \_\_\_\_\_ ☐ a Professional Land Surveyor  
☐ an Engineer-in-Training ☐ a Land Surveyor-in-Training

and have referred to you as having personal knowledge of my qualifications. This form will remain confidential in accordance with Idaho Code §54-1210. Your prompt return of this form to the Board in the enclosed self-addressed stamped envelope would be appreciated. Thank you for your assistance.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

The following portion of this form is to be completed by the reference. All statements and information on the form are for the use of the Board. Your comments on experience and ability should relate to the field checked in the box above.

1. What is your personal and/or business relationship to the applicant? \_\_\_\_\_
2. I have known the applicant personally and have knowledge of his/her engineering or surveying work from approximately \_\_\_\_\_ to approximately \_\_\_\_\_.  
(Month/Year) (Month/Year)
3. Indicate your opinion of the applicant's qualifications in engineering or land surveying by placing an "X" in the appropriate spaces below. If an "INADEQUATE" box is checked, please attach a note of explanation to this form.

	Very Good	Good	Satisfactory	Inadequate	Unknown
Technical Competence					
Professional Integrity					
Personal Integrity					
Community Reputation					

4. Are you related to the applicant by either blood or marriage? ☐ YES ☐ NO
5. Please give additional information which you feel would assist the Board in evaluating the applicant's qualifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am Licensed as ☐ a PE ☐ a PLS ☐ Other (Please Indicate) \_\_\_\_\_ ☐ Not Licensed

Jurisdiction in which you are licensed \_\_\_\_\_ License No. \_\_\_\_\_ Discipline \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
(Date)

College or University Registrar  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Registrar:

Enclosed please find my fee in the amount of \$ \_\_\_\_\_ in payment for a transcript of my scholastic record. I attended college during the years \_\_\_\_\_ to \_\_\_\_\_. I received my degree on \_\_\_\_\_. My Social Security Number is \_\_\_\_\_ and my date of birth is \_\_\_\_\_.

My student identification number was \_\_\_\_\_.

Please send the transcript **directly** to the following address:

Board of Professional Engineers  
and Professional Land Surveyors  
5535 West Overland Road  
Boise, ID 83705

The Board of Professional Engineers and Professional Land Surveyors have informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Printed Name and Address)



## IMPORTANT NOTICE

### ATTENTION ALL EXAMINATION APPLICANTS

#### in the State of Idaho

Group I Professional Engineer examinations will be given in both the Spring and Fall. Group II examinations will be given in the Fall only, except for Architectural Engineering and Naval Architecture and Marine Engineering, which will be given in the Spring.

<b>GROUP I</b>	Chemical (ChE)	Electrical & Computer (EE)
	Civil (CE)	Environmental (EnvE)
	Mechanical (ME)	Structural I and Structural II (SE)
<b>GROUP II</b>	Agricultural (AgE)	Control Systems (CsE)
	Architectural (ArE)	Fire Protection (FpE)
	Geological (GeoE)	Industrial (IE)
	Manufacturing (ManE)	Metallurgical (MetE)
	Mining/Mineral (MinE)	Naval Architecture & Marine Engineering (NamE)
	Nuclear (NE)	Petroleum (PetE)

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The Professional Land Surveyor, Land Surveyor-in-Training, and the Engineer-in-Training examinations will continue to be given on a twice-yearly basis in the Spring and Fall.

#### EXAMINATION DATES

2005 - Spring	April 15 - Friday	PE and LS examinations
	April 16 - Saturday	EIT and LSIT examinations
2005 - Fall	October 28 - Friday	PE and LS examinations
	October 29 - Saturday	EIT and LSIT examinations
2006 - Spring	April 21 - Friday	PE and LS examinations
	April 22 - Saturday	EIT and LSIT examinations
2006 - Fall	October 27 - Friday	PE and LS examinations
	October 28 - Saturday	EIT and LSIT examinations
2007 - Spring	April 20 - Friday	PE and LS examinations
	April 21 - Saturday	EIT and LSIT examinations
2007 - Fall	October 26 - Friday	PE and LS examinations
	October 27 - Saturday	EIT and LSIT examinations
2008 - Spring	April 11 - Friday	PE and LS examinations
	April 12 - Saturday	EIT and LSIT examinations
2008 - Fall	October 24 - Friday	PE and LS examinations
	October 25 - Saturday	EIT and LSIT examinations

#### DEADLINES

The deadlines for filing applications for the examinations in Idaho are:

Spring examinations - January 10

Fall examinations - August 1

# Applicant Satisfaction Survey

Dear Applicant:

The application packet which you have received contains updated forms and some new procedures. We would appreciate it if you would complete the following questions and return this form to the Board office, along with your application. By answering these questions and giving any comments you may have, it will help us to better serve future applicants.

Thank you for your assistance.

*The Idaho Board of Professional Engineers and Professional Land Surveyors*

1. Were the questions on the application self-explanatory? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Did the checklist assist you in completing the application forms? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Were the procedures for sending the reference letters clear, including the use of the mailing labels? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Were the procedures for sending the verification forms clear? Yes \_\_\_\_\_ No \_\_\_\_\_

Any additional suggestions or comments you can give, positive or negative, would also be appreciated. If you wish to comment on any of the above questions, indicate the question number and your comments.

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

For the most current information on examination formats and examination study materials, we suggest that you contact the National Council of Examiners for Engineering and Surveying at (800) 250-3196 or visit their website at [www.ncees.org](http://www.ncees.org).

